



Rural Municipality of West River ICSC Meeting Minutes

Meeting No	2025-13	Time	6:00 PM
Session	Regular - Public	Date	Monday, June 9, 2025
Chair	Helen Smith-MacPhail - Mayor	Location	Afton Community Centre
Adoption status	Approved	Contact Person	Susan Morse – CAO
Attendance	Mayor Helen Smith-MacPhail, Deputy Mayor Shaun MacArthur, Councillor Lillian MacCannell, Bev McIsaac, Lori Ashley, Susan Morse – CAO		
Regret	Nil		
Guest	Chad Stretch		

- **Call to Order**

Mayor Helen Smith-MacPhail called the meeting to order at 6:00 PM and gave a land acknowledgement.

- **Adoption & Approval of Agenda**

The agenda was approved as circulated. It was moved by Bev McIsaac, seconded by Deputy Mayor Shaun MacArthur and unanimously carried.

- **Declarations of Conflict of Interest**

Nil

- **Adoption of Previous Meeting's Minutes**

The minutes of April 14, 2025, ICSC Meeting were approved as circulated. It was moved by Bev McIsaac, seconded by Lori Ashley and unanimously carried.

- **Recommendation Items**

- **ICS.25.13.1 – Canada Day Planning**

Decision Type: Action

Status: Recommended

Background:

ICS.25.12.2

Description:

The CAO provided a progress update to the committee on the planning of the 2025 Canada Day celebration. Cupcakes have been ordered, and additional food will be ordered closer to the end of June. Chad Stretch and Long Creek Church group will lead games and balloon activities. Kookie, a long-time volunteer for balloon animals, will be unable to participate this year. Face painting options are being explored. The event will feature music from Perry Williams and his group. It was suggested that kits could provide an additional fun activity for children during the event.

The Committee discussed volunteer coordination for the pancake breakfast, which will run from 8:00 a.m. to 10:00 a.m. Safety and food handling protocols were reviewed, and it was agreed that kitchen volunteers must be 14 years or older to align with food safety standards and volunteer hour requirements.

The Committee directed the CAO to extend invitations to Party Leaders, MLA's & MP's as well as to the Mi'kmaq community. Mayor Helen Smith-MacPhail thanked the CAO for the early and proactive planning efforts.

- **ICS.25.13.2 – Playground Grand Opening**

Decision Type: Action

Status: Recommended

Background:

ICS.25.12.3

Description:

The CAO updated the committee that in accordance with the program requirements, events related to projects funded by the Canada Community-Building Fund (CCBF) must provide at least 15 business days' notice to the Infrastructure Secretariat. As such, the playground opening date cannot be scheduled until installation is complete and scheduling must allow for advance notice.

Members shared ideas for the celebration, including a suggestion to contact the Mi'kmaq community to ask if they would like to participate in the opening ceremony. The Committee also discussed serving barbecue or ice cream sandwiches on the day of the event. Event Planning was referred to Municipal Staff.

An update from the playground supplier indicated that installation is likely to take place before July 1st, 2025. However, given the number of activities already planned for the summer, the Committee agreed that there is no urgency to host the opening during that period. The Committee indicated a preference for waiting until September to allow for better preparation. This would also align with the launch of the new after-school program at Afton Hall.

- **ICS.25.13.3 – Senior's Community Meal Grant**

Decision Type: Action

Status: Recommended

Description:

The Municipality has been approved for a \$5,000 Senior's Community Meal Grant. Members discussed what types of events would be most meaningful for the seniors. Members agreed that the Afton Community Centre would serve as the primary location for hosting the events. Three meals will be hosted throughout the year - one at Bonshaw, one at Afton, and one take-out during winter. The CAO was directed to contact volunteers to assist in coordinating the program. Staff will find out more about costs associated with the meals.

- **Information Items**

- **ICS.25.13.4 – Update from Afton and Bonshaw Boards**

Decision Type: Information

Status: Received

Description

The CAO provided a summary update covering the period from January 2024 to date regarding the composition and operational activities of the Afton and Bonshaw Boards. The discussion acknowledged that while responsibilities have largely transitioned to the municipality, there remains a need to clarify the ongoing role and involvement of the Boards.

The Committee agreed to bring this item back on the next agenda for continued discussion. Bev McIsaac and Lori Ashley committed to reaching out to the respective Boards to gather feedback on how they would like to move forward under the new governance structure.

- **ICS.25.13.5 – Spring Activities Update**

Decision Type: Information

Status: Received

Description

The CAO provided an update on the Pancake Breakfast and Trivia Night events. The breakfast raised approximately \$240, which was divided equally among the breakfast programs of the four schools that serve the municipality. Both events experienced a strong turnout and were well received by the community. Trivia Nights continue to be popular and another night may be held during the summer, potentially on June 20, if interest remains high. The Committee noted that the demographic of these event attendees was younger than in past years.

The Committee expressed concern that some residents may not be receiving event information through current channels and discussed how to further improve community participation and engagement across all demographics. Options explored included strengthening word-of-mouth outreach, working with local churches, and engaging the Women's Institute Boards to help disseminate information. The CAO will look into this.

▪ **ICS.25.13.6 – Mutter Park Tree Planting Update**

Decision Type: Information

Status: Received

Description

The CAO updated the committee on the tree planting initiative at Mutter Park. Based on the Project Manager's recommendation, 380 Acadian Forest Native Species trees were purchased and delivered to Bonshaw. Although not all PEI native, these species are expected to thrive in local conditions.

The trees will be planted in the previously harvested section of Mutter Park, and the planting process will be managed by the Watershed Group. Approximately eight trees will be planted around the team benches at the soccer field to provide shade, and additional trees will be placed near the new playground at Afton. The Boy Scouts have also volunteered to assist with the planting process.

▪ **ICS.25.13.7 – Municipal Owned Properties Update**

Decision Type: Information

Status: Received

Description

The CAO provided an update on municipally owned properties and seasonal staffing.

- Thomas MacKinnon has been rehired for the summer, and recruitment is underway to fill two additional summer positions by the end of June.
- Rice Point gates are open, and Canoe Cove is fully operational, including access to washroom facilities.
- A film group is scheduled to use Inman Park on Thursday, June 12. The canteen will be open to allow them access to water and kitchen space. In appreciation, the group will make a donation to the municipality.
- The Mutter Park harvest project is nearing completion and is expected to wrap up this week.

- The former “island” area between the soccer field and ball diamond is under review for cleanup. Options being considered include either a simple clean up and grading with a small slope or to cleanup and level it to the ground to expand parking area.
- The Afton solar system project has been completed and has been operational since approximately May 20th, 2025. The system is currently producing an average of 1,600 kWh per day.

▪ **ICS.25.13.8 – Community Services Update**

Decision Type: Information

Status: Received

Description

Afton Hall will be home to the newly launch school aged children program “Afton Imagination” starting September 2025. Two staff are currently in place, with the possibility of adding a third. The program has 26 students on the interest list. There will be space for 30 children. A new cleaner has been hired for the Bonshaw Community Centre.

▪ **ICS.25.13.9 – Bonshaw List Update**

Decision Type: Information

Status: Received

Description

The CAO provided an update on the Bonshaw To-Do-list:

- Move AED – Scheduled to be completed in the fall before coat season begins
- Cost of picnic table repair vs. replacement – Bluefield High School students may be available to complete repairs in the fall
- Move decorations out of electrical room and display as appropriate – Items will be moved to the Watershed group room once storage is established
- Speak with Watershed group about storage space – Discussion pending
- Label cupboards – Label maker has been loaned to the Women’s Institute

- AV supplies (what is needed and costs) – Existing projector will be used if a converter can be ordered; screen installation is required. The sound system still needs to be tested
- Measure space at rear door for potential Ping Pong Table – Measurement confirmed that it will not fit. A discussion is needed to determine a suitable solution
- **Adjournment**
 - Deputy Mayor Shaun MacArthur motioned to adjourn the meeting at 7:26 PM.
 - The next meeting will be held on September 2nd at 6PM.

Helen Smith-MacPhail

Susan Morse

Mayor _____

Chief Administrative Officer _____